

Callahan Advisory Board Minutes for September 23, 2015

- I. **Call to Order:** Julie called the meeting to order at 10:15 a.m. Present were Donna Bresee, Julie Kammer, Kristen Kinard, Kathy Korpela, Karen Kruse, and Shirley Noreen. Diane Beerline, Deepa McCauley, and Karen Roney were not present.
- II. **Minutes from August 26th 2015:** Minutes were read, discussed and approved.
- III. **Correspondence:** Kathy received two thank you notes from weddings and one thank you note from an anniversary.
- IV. **House Manager's Report**
 - A. *House Statistics*
 1. There were 30 events in September: 1 City, 12 Clubs, 7 revenue generating, 1 final walkthrough, 8 Facility showings, and one other event. 5 events were catered and served 358 guests. The City value was \$212 and the Club value \$2,716. A total of 649 guests were welcomed.
 2. Two new revenue events were booked for 2016. Inquiries were at 20 phone, 13 email, and no walk-in's. 2015 has 39 events booked. 2016 has 4 events booked. 2017 has 2 events booked.
 - B. *Maintenance & Facility Updates*
 1. A forestry review on the trees is scheduled to occur in October.
 - C. *Events for October*

11 clubs will meet (3 of which meet on more than one occasion) and our Board Meeting, equaling 15 events for September. None of the events are revenue generating.
 - D. *Event Updates & Administration*
 1. New Events:
 - a. Danyelle Timmerman & William Boyles - Wedding Rehearsal (7/22/16)
 - d. Danyelle Timmerman & William Boyles – Wedding & Reception (7/23/16)Both of the New Events are revenue generating.
 2. There are no event cancellations.
 3. Kathy is in the process of hiring 1-2 catering assistants and 1-2 event facility coordinators. The postings for these jobs closed on September 15th. We have 6-8 applications for each position. Kathy will begin interviewing next week.

V. **Old Business**

A. *Garden Update:*

1. The focus in the garden is being changed to perennials. The annuals will be removed. Pansies will be planted around the fountain and the statues. Shanti will work on splitting and moving perennials. She will identify holes and assist in finding plants appropriate to fill the space. The plan is to do this now, as prices in the fall are lower than in the spring.
2. Panorama cleaned up the vines along the east side fence and in the alley.
3. Carolynn completed a repair of the irrigation system and reinstalled sod in that area. Panorama added more sprinkler heads and completed a repair. Hopefully the repairs will resolve the water issue along the west side of the driveway.

B. *September Artwalk:* There were 127 guests, many of which were first-time visitors. The artists were happy with the attendance and the music was enjoyable. Music was performed by Tim Ostdiek.

C. *December Open House:* The time for the open house will be extended to 7:00 p.m. All board members are needed for the entire time of the event (3-7pm). Donna will also call former board members to inquire if they are also available to assist. Music is needed for this event. This will be discussed further at the next board meeting.

VI. **New Business**

A. *Window Repairs:* Howard continued to work on the window repair project. Because the work is so specialized, the only company willing to bid on the project is Wattle & Daub. Even Sun Construction was not interested. The research and results will be provided to the Purchasing Department to create the Purchase Order. Hopefully Wattle & Daub can begin the work on the windows in October.

B. *November/December Board Meeting Dates:* The November 25th and December 23rd scheduled board meetings have been cancelled and, instead, a consolidated meeting will occur on December 1st at 10:30 a.m. The holiday luncheon for the board members will occur immediately following the December 1st board meeting.

C. *Club Dues:* It was determined that it is now an appropriate time to raise the dues for the clubs. The dues have not been raised

since 2012, when they were raised by \$1. Effective January 2016, there will be an increase in club dues in the amount of \$2 per person, per year.

VII. **Other Business**

- A. *Mark Payler*: Julie will check with Mark to see if he is interested in including his prints of the house in the next ArtWalk. She will also ask him if he would like to be at the December Open House.
- B. *Peggy Prouty*: Kathy will check with Peggy to see if she is interested in including her ornaments at the December Open House.
- C. *Decorating the House for the Holidays*: The board members will decorate the house on Wednesday, November 17th at 10:00 a.m.
- D. *Marketing*:
 - 1. *MyWedding.com*: Kathy reported that there have been many views of the house on this site.
 - 2. *City Website*: Progress is happening. Sally is working on creating the pages and transferring content. Alison is obtaining pictures and video clips from the documentary.
 - 3. *Wedding Sites and Services*: The leads for September have not yet been received. Kathy will report about them next month.
 - 4. *Longmont Compass*: Kathy added this to the free advertising portfolio for house events. It was recently used as one means for advertising ArtWalk. Other free advertising sites being used are: Facebook, LDDA, Visit Longmont, the Times-Call (including "Things to Do" column), and the house website.

VIII. **Adjourn**: The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Julie Kammer, Chairperson

Karen Kruse, Secretary